



Republic of the Philippines

Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

## REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

Project Title : **Supply and Delivery of Meals to be served for the Barangay Disaster Risk Reduction and Management Planning Workshop 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Company Name

Date : **Aug 24, 2023**

PR No. : **2023-08-01961**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, August 31, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Francis Chester M. Flores

Engr. Michael N. Quizon, Jr.

BAC Chairperson

- NOTE:
1. ALL ENTRIES MUST BE READABLE
  2. DELIVERY PERIOD WITHIN \_\_\_\_\_ CALENDAR DAYS
  3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
  4. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
<b>Batch 1</b>						
1	60	pax	AM Snacks MB5 -- 1 cup Sotanghon with 3 pcs Kutsinta			
2	60	pax	Lunch ME2 -- Beef Caldereta, Mixed Vegetable, Banana/Pastries, 1 cup Rice			
3	60	pax	PM Snacks MB2 -- 1 cup Pancit Palabok with 2 pcs Puto Pao			
<b>Batch 2</b>						
4	60	pax	AM Snacks MB3 -- 1 cup Pancit Bihon with 2 pcs Turon			



Republic of the Philippines  
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

## REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Supply and Delivery of Meals to be served for the Barangay Disaster Risk Reduction and Management Planning Workshop 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
5	60	pax	Lunch ME5 -- BBQ Chicken, Chopsuey, Banana/Pastries, 1 cup Rice			
6	60	pax	PM Snacks MB16 -- 1 cup Lelut Balatung and 2 pcs Palitaw			
<b>Batch 3</b>						
7	60	pax	AM Snacks MB5 -- 1 cup Sotanghon with 3 pcs Kutsinta			
8	60	pax	Lunch ME3 -- Pork or Chicken Adobo, Mixed Vegetable, Banana/Pastries, 1 cup Rice			
9	60	pax	PM Snacks MB4 -- 1 cup Pancit Canton with 2 pcs Siomai			
10	25	container(s)	Purified Drinking Water (5gal/container)			
<b>Total Amount:</b>						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name/ Signature

\_\_\_\_\_  
Tel No./ Cellphone No.

\_\_\_\_\_  
Date

## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE BARANGAY DISASTER RISK REDUCTION AND MANAGEMENT PLANNING WORKSHOP 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA.

#### I.BACKGROUND

RA 10121, mandates the creation of BDRRMC in every barangay which is responsible for setting direction, development, implementation, and coordination of disaster risk management programs and plans in its jurisdiction. BDRRM Plan is a significant document in the Barangay, it serves as a guide on what to do before, during, and after the disaster.

Thus, the CDRRMD proposes to conduct a Barangay Disaster Risk Reduction and Management Planning Workshop for barangay officials of the City of San Fernando, this will further contribute to a better understanding of the principles and standards of BDRRM Planning by being able to identify the essential functions and establish BDRRM plan thus ensuring barangay resiliency.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Barangay Disaster Risk Reduction and Management Planning Workshop 2023 in the City of San Fernando, Pampanga, is included in the PPMP in the amount of SEVENTY NINE THOUSAND EIGHT HUNDRED FOURTY PESOS (P 79, 840.00)

#### III.OBJECTIVES

- To supply and deliver the meals for the participants during the workshop
- To effectively and efficiently conduct the activity/program

#### IV.TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end-user and the supplier/contractor shall:

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
60	pax	Day 1 AM Snacks – MB5 Lunch – ME2 PM Snacks – MB2	OCTOBER 2023	HEROES HALL, CSFP
60	pax	Day 2 AM Snacks – MB3 Lunch – ME5 PM Snacks – MB16		
60	pax	Day 3 AM Snacks – MB15 Lunch – ME3 PM Snacks – MB4		
25	container	Purified Drinking Water (5gal/container)		

b. Procurement Process

1. For the End-user, ensure the completion of the documents in order to proceed with the procurement process.
2. For the supplier/provider, ensure the completeness of the documents being required by the Bids and Awards Committee (BAC) for the procurement process on-time based on the procurement schedule including this TOR duly signed by the end-user and conformed by the supplier/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.

4. Ensure to supply the requirements upon issuance of DOC.
  5. Comply with the provisions of the Procurement Law regardless of the mode of procurement, whether Competitive/ Public Bidding or the use of Alternative Methods of Procurement.
- c. Delivery/ Implementation period
1. Strictly observe the “No Purchase Order (PO)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
  2. The Delivery Period shall be from October 2023.
  3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
  4. In case there is a change in the Delivery Schedule and specifications, the End- user through the Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) for the latter to advise the supplier/ contractor regarding the concern.
  5. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
  6. For onsite delivery, ensure the coordination with the Inspector from the CGSO- Property and Supply Management Division (PSMD) for the inspection of the delivery in terms of quantity and quality and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.
- d. Inspection and Acceptance
1. The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheets as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

Such documents will be used in notifying the concerned offices on the delivery such as the City Accountant’s Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

**V.DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of meals required by the project/ program; and
- b. Strictly follow the specifications, menu and timely provision of requirements based on the delivery schedule.
- c. Supplier should provide Water Dispenser

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the month.
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on-time payment of the supplier.
- d. Provide necessary and readily-available documents such as during the conduct of post-audit.
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:

**RAYMOND B. DEL ROSARIO**  
LDRRMO IV

CONFORME:
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature over Printed Name
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

Note: This TOR shall form part of the Contract and should be strictly followed by both parties otherwise, the implementation of the project/ program might be affected as well as the performance of the supplier/ contractor.

